

Island County
Public Health

REQUEST FOR PUBLIC RECORDS

Today's Date: _____

Print Name: _____

Mailing Address: _____

_____ [CITY] _____ [STATE] [ZIP]

Phone number where I can be reached during day: _____
[AREA CODE] [PHONE NUMBER]

Email Address: _____

Identification or description of records (include date, as best known):

Upon locating documents I request:

- | | |
|---|---|
| <input type="checkbox"/> Inspection Only | <input type="checkbox"/> Printed records only |
| <input type="checkbox"/> Copy All | <input type="checkbox"/> Electronic records only |
| <input type="checkbox"/> Inspection, then copy selected pages | <input type="checkbox"/> Print and electronic records |

Date desired: _____ [Most requests are filled within five business days]

- ☐ I will pick up records when they are ready
☐ Email records (if records are available in electronic format)
☐ Mail records to me at my expense

Copying, data transfer, and postage fees may apply and must be paid before records will be delivered.

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the state of Washington that the information obtained through this request will not be used for commercial purposes. I understand that the county does not warrant the accuracy or completeness of data provided electronically.

Date: _____

Place: _____

[SIGNATURE]

FOR COUNTY USE

DATE

_____	_____
_____	_____
_____	_____

**Island County
Public Health**

REQUEST FOR PUBLIC RECORDS

Public Records Contact: Michele Tefft, Records Officer
Island County Public Health
1 NE 6th Street
P.O. Box 5000
Coupeville, WA 98239
360.678.7860
me.tefft@co.island.wa.us

Alternate: Linda Hammer 360.679.7349

Public records are available upon written request for inspection or disclosure. Requests for inspection and disclosure of public records should identify the particular record desired with enough specificity so it can be located.

Most requests are filled within 5 business days.

Records that are part of a larger set may be made available on a partial or installment basis as records are assembled or made ready.

Cost per page copied: \$0.25 No fee is charged for the inspection of public records. Some records may only be available as paper copies.

A deposit may be required in an amount not exceeding 10% of the estimated cost of providing copies for a request. If a request for copies is made on available or on a partial or installment basis, a charge may be made for each part of the request as it is provided.